

Age UK Sutton

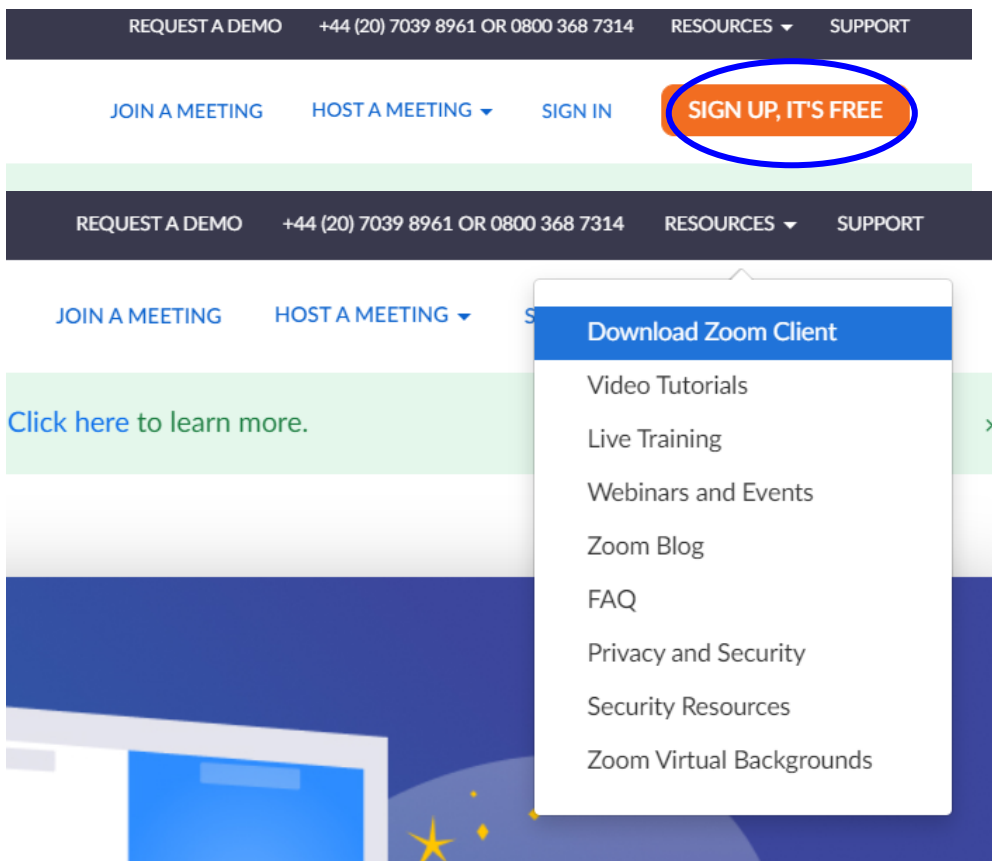
Zoom Guide

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Downloading & Installing Zoom

On your Computer

1. Go to <https://www.zoom.us> and click the Sign up, it's free button in the top right hand corner and follow the sign up instructions. You'll receive a confirmation email, click the link in the email and enter the rest of the information it asks for



2. Once you've set up your account, click on Resources in the top right, then click Download Zoom client

3. Click the Download button

under Zoom client for meetings, then Install the ZoomInstaller.exe app that is downloaded

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.



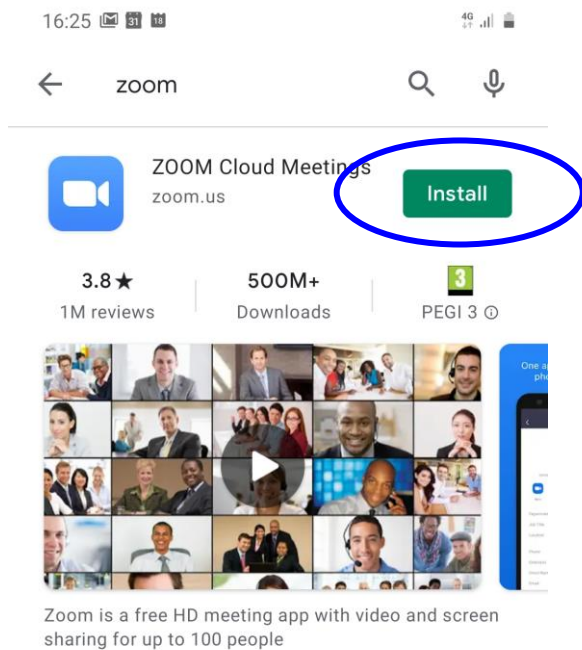
4. Zoom should open automatically once it is installed. If it doesn't, click

the Windows icon in the bottom left of your computer and search for Zoom or Start Zoom. When Zoom opens, click Sign In and enter the email you used to set your account up and the password you set up.



On your phone or tablet

1. Go to your App or Play Store and search 'Zoom' and this is what should come up. Press Install and it will start downloading on to your device.



2. Once the app has downloaded you can either open it from the play store (“Install” will change to “Open”) or you will be able to find it amongst your apps.

Open the app and press sign up or sign in if you already have an account. The app will take you through the steps to create an account.

Joining a Meeting

On your computer

1. To join a meeting you need to have received a link, which should look something like this:

Zoom Invite  Inbox x**Charlotte Butcher** <charlotte.butcher@ageuksutton.org.uk>

to me ▾

Charlotte Butcher is inviting you to a scheduled Zoom meeting.

Topic: Example

Time: Feb 19, 2021 11:00 AM London

Join Zoom Meeting

<https://us02web.zoom.us/j/82835284674?pwd=V1E1Rk82MG14N2VaY1BIZThTOXljQT09>

Meeting ID: 828 3528 4674

Passcode: 313245

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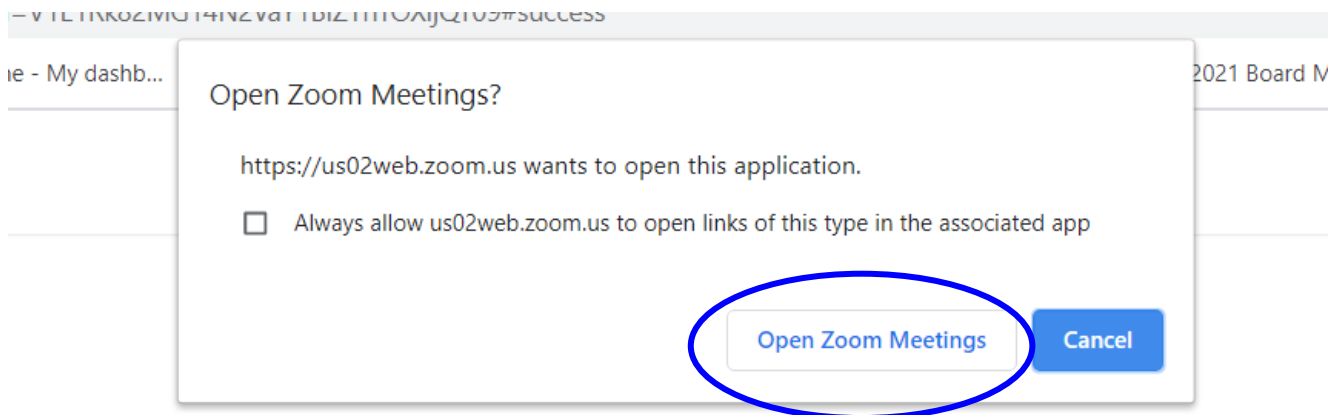
Charlotte Butcher

Business Support Officer

Direct line: 07577 130549

Email: charlotte.butcher@ageuksutton.org.uk Reply Forward

2. Clicking on the link underneath “Join Zoom Meeting” will bring you to a page like this:



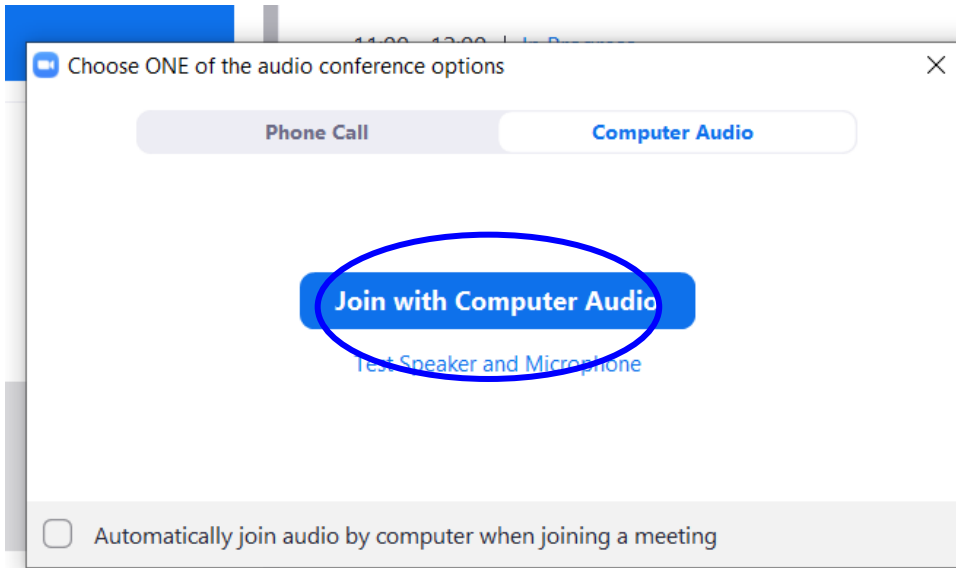
Click **Open Zoom Meetings** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

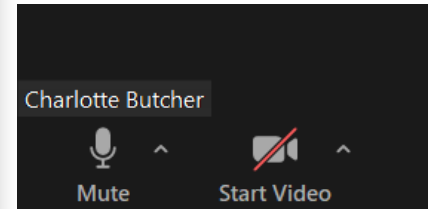
Launch Meeting

From here you can either select "Open Zoom Meetings" or "Launch Meeting"

3. You will be brought to the below screen and from here you can click "Join with Computer Audio" which will mean you can hear and be heard with the speakers and microphone of your computer.



4 Once you have joined, in the bottom left corner you will see buttons to mute and start your video



Note: You may join and get a message that says "Please

wait, the meeting host will let you in soon." - this just means that the host of the meeting has enabled a waiting room for the meeting, and they will be notified that you are trying to join, and will let you in. There may be some delay whilst they admit you.

On your phone or tablet

1. To join a meeting you need to have received a link, which should look something like this:

Zoom Invite ▶ Inbox x



Charlotte Butcher <charlotte.butcher@ageuksutton.org.uk>
to me ▾

Charlotte Butcher is inviting you to a scheduled Zoom meeting.

Topic: Example

Time: Feb 19, 2021 11:00 AM London

Join Zoom Meeting

<https://us02web.zoom.us/j/82835284674?pwd=V1E1Rk82MG14N2VaY1BIZThTOXljQT09>

Meeting ID: 828 3528 4674

Passcode: 313245

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Charlotte Butcher

Business Support Officer

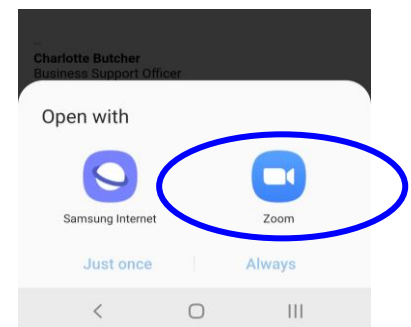
Direct line: 07577 130549

Email: charlotte.butcher@ageuksutton.org.uk

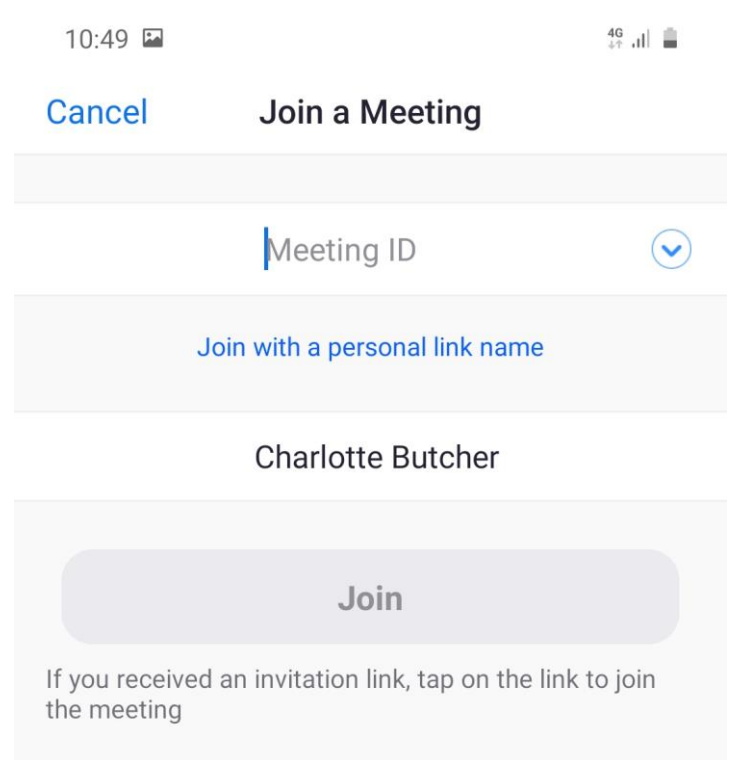
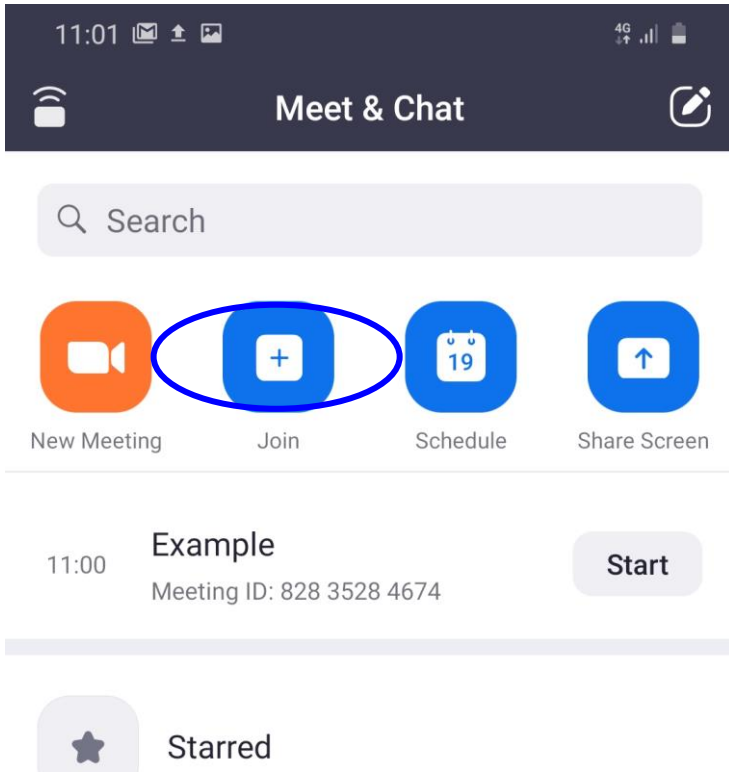
 Reply

 Forward

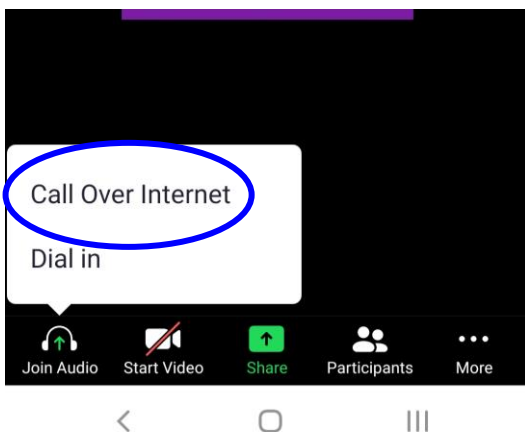
If you have emails set up on your phone/tablet then you can click the link directly and it will open the Zoom app, you may be asked how you want to open the link - click Zoom.



Alternatively, if you do not have emails on your device, you can use the Meeting ID and Passcode to join a meeting from the app:



2. Once you have entered the meeting, you will need to select how you are heard, click “Join Audio” in the bottom left and select “Call Over Internet” (if this is your first time, you may need to allow Zoom to record audio - **this will not record what you are saying, it will just allow Zoom to use your microphone**)



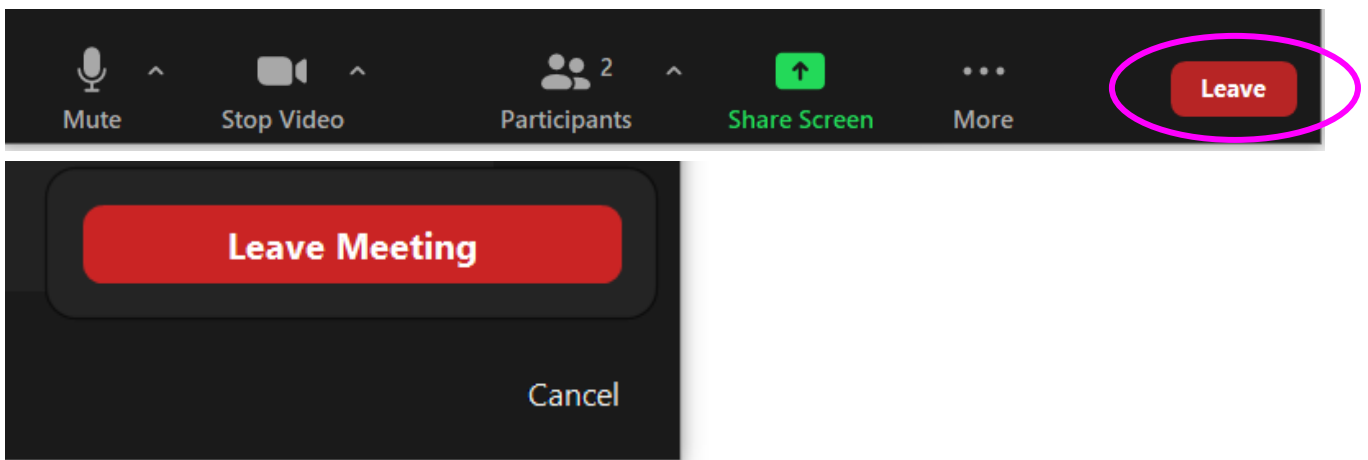
You can also start or stop your video from the bottom left corner

Note: You may join and get a message that says “Please wait, the meeting host will let you in soon.” - this just means that the host of the meeting has enabled a waiting room for the meeting, and they will be notified that you are trying to join, and will let you in. There may be some delay whilst they admit you.

Leaving a meeting

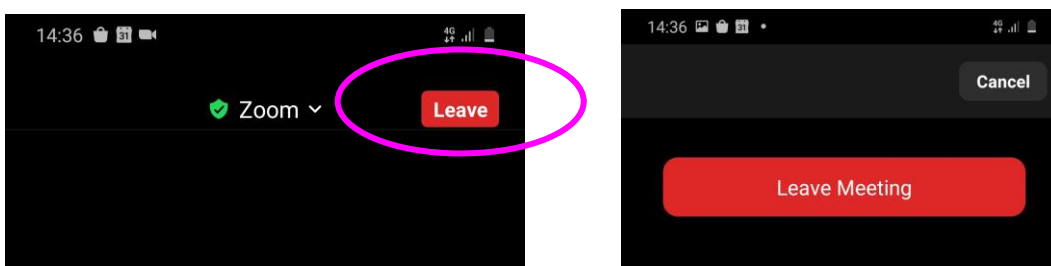
On your computer:

If you need to leave a meeting before it is ended by the host, you can do so by clicking the “Leave” button in the bottom right corner, you will then need to confirm that you are leaving the meeting by clicking the pop-up menu:



On your phone or tablet

If you need to leave a meeting before it is ended by the host, you can do so by clicking the “Leave” button in the top right corner, you will then need to confirm that you are leaving the meeting by clicking the pop-up menu:



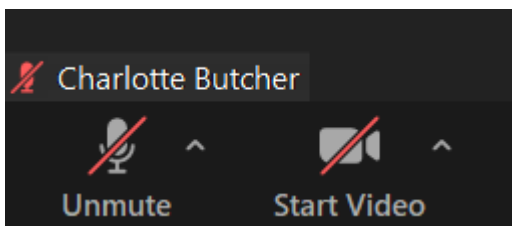
Functions in Zoom

On your computer:

Unmute & Video

Sometimes it is useful to mute yourself during a meeting, especially if there are a lot of people on the Zoom or if somebody is presenting something to the group. Putting yourself on mute will ensure there is no background noise and make it easier for everyone to hear the person speaking.

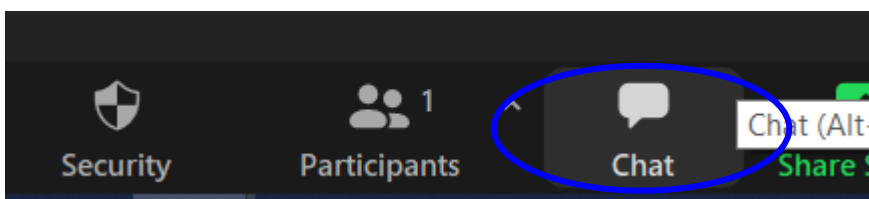
When you join a meeting your video should automatically be off, and you can still join and participate in a meeting with your camera off. You will be able to see the videos of anybody who has chosen to start their video, but nobody will be able to see your video (when the video icon has a red line through it), not even yourself.



Use these two buttons in the left hand corner to start and stop your microphone and camera. If you are muted and you want to talk briefly, you can also hold down your space bar on your keyboard whilst you talk.

Using the Chat

At the bottom of the screen you will find the “Chat” button



Once you click on this icon, the chat box will pop up to the right of the videos

**Chat**From Me to **Everyone**:

Hello everyone

Here you will see all of the messages that people have sent to the Zoom group. You can see who has sent the message and they will be able to see your name when you send a message back.

You will also see the little menu which says "To:" if you like you can click on this menu and choose a specific person within the meeting to send a message to. Please note that nobody else will see this message except the person you select. Make sure to turn it back to "Everyone" if you would like to send a message to the whole group.

To: **Everyone** ▾ File

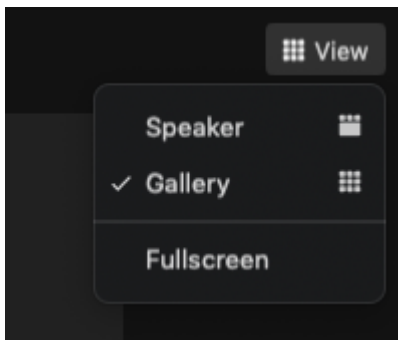
Type message here...

Here you can type your messages, press the enter key on your keyboard to send a message.

How to Change the View

There are two types of views within Zoom, Active Speaker View and Gallery View. You will need to choose on your computer which one you would like to view.

To switch between these, press the little “View” button in the top right corner, with a dotted square icon:



From here you can switch between the views.

Speaker: Will show a large video of whoever is speaking at the time, there will be a small selection of other’s videos at the top of the screen

Gallery: Will show you everybody on the calls videos together

If there are lots of people on the call, you might have to swipe across pages of videos to see everyone, you can do this by clicking on the arrows on the left and right of the screen:

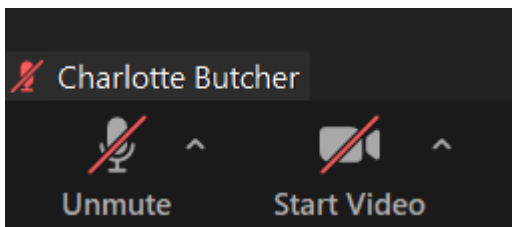


On your phone or tablet

Unmute & Video

Sometimes it is useful to mute yourself during a meeting, especially if there are a lot of people on the Zoom or if somebody is presenting something to the group. Putting yourself on mute will ensure there is no background noise and make it easier for everyone to hear the person speaking.

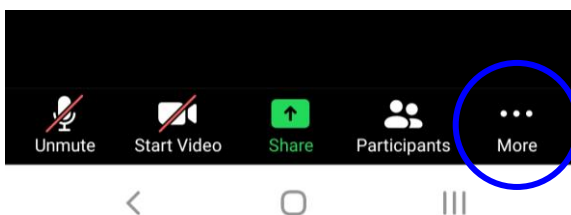
When you join a meeting your video should automatically be off, and you can still join and participate in a meeting with your camera off. You will be able to see the videos of anybody who has chosen to start their video, but nobody will be able to see your video (when the video icon has a red line through it), not even yourself.



Use these two buttons in the left hand corner to start and stop your microphone and camera. If you cannot see these at the bottom of your screen, you may need to tap your finger where your name is displayed, and this should bring up the icons.

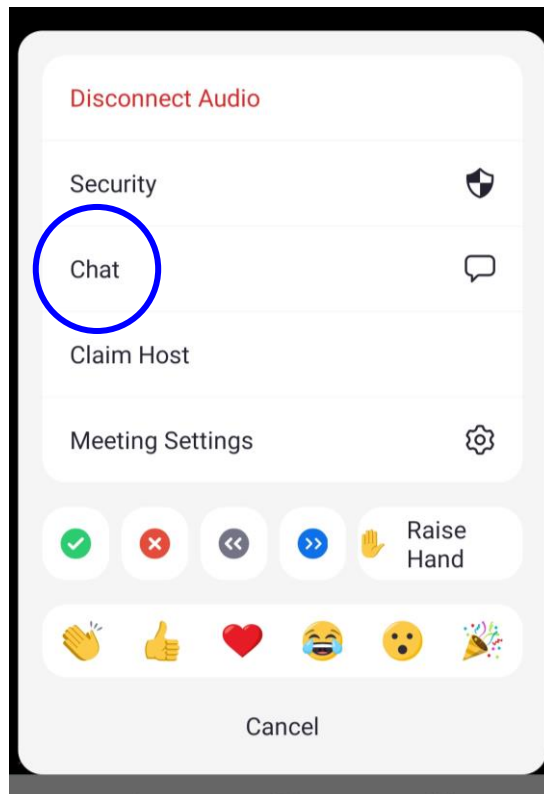
Using the Chat

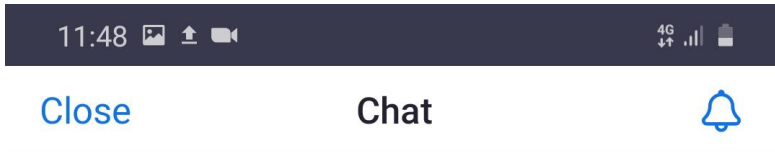
At the bottom of the screen you will need to tap "More"



From here another menu will pop up:

Click on Chat and this will make the chat box pop up





Here you will see all of the messages that people have sent to the Zoom group. You can see who has sent the message and they will be able to see your name when you send a message back.

You will also see the little menu which says "Send to:" if you like you can click on this menu and choose a specific person within the meeting to send a message to. Please note that nobody else will see this message except the person you select. Make sure to turn it back to "Everyone" if you would like to send a message to the whole group.

Send to: **Everyone** ▾

Tap here to chat or tap a message to reply

Send

Here you can type your messages and press send.



To get back to the videos, press close in the top left corner.

How to Change the View - phone

There are two types of views within Zoom, Active Speaker View and Gallery View. Active Speaker View will show you only the person who is speaking at the moment, gallery view allows you to view a collection of people's videos together (only if there are more than 3 people in the meeting).

When you join a meeting on your phone, you will be in Active Speaker View. You can swipe your screen to the left to show Gallery View. Galleries will be up to 4 people, keep swiping left to see more people, and right to go back again:

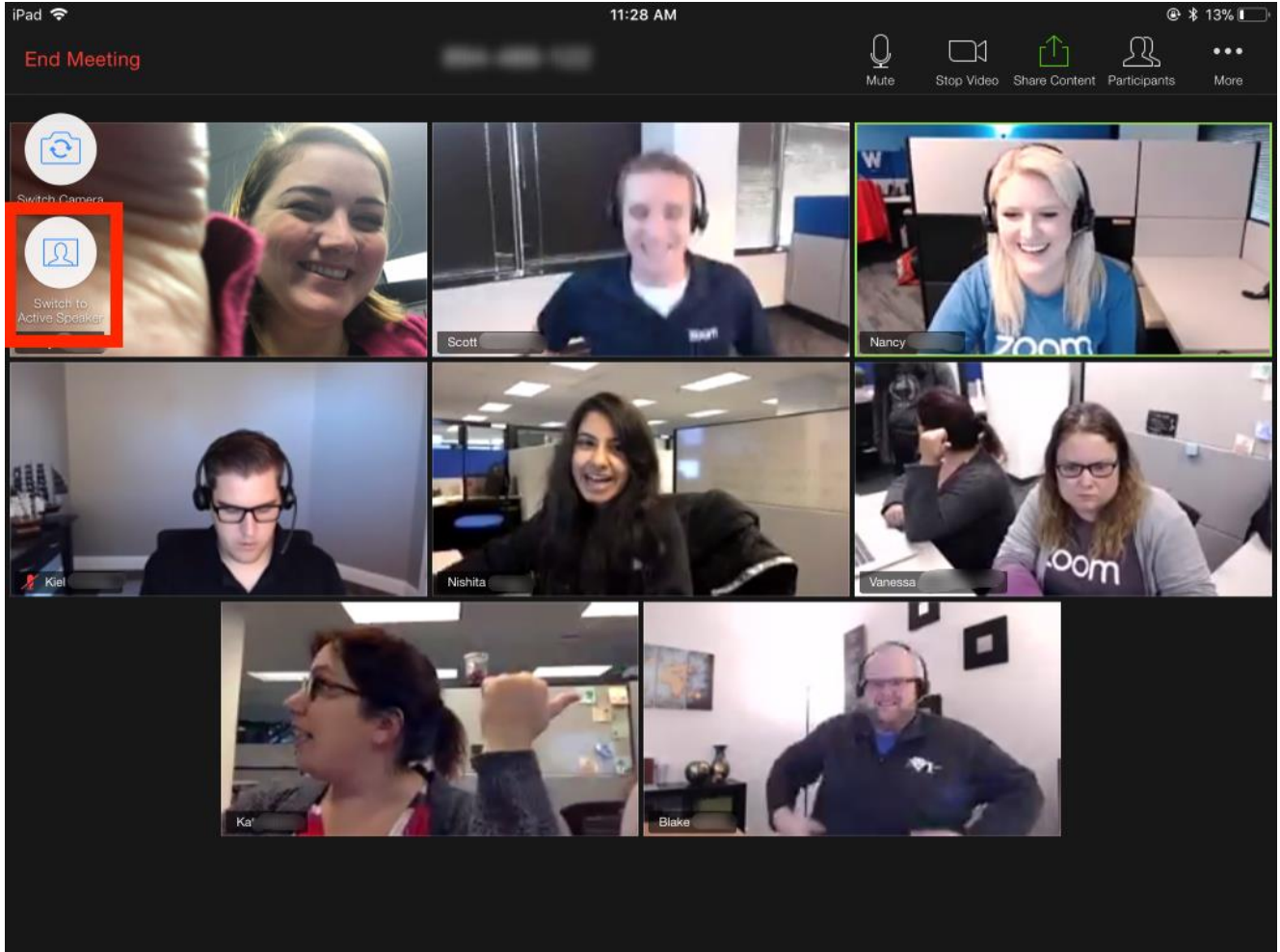


How to Change the View - iPad

There are two types of views within Zoom, Active Speaker View and Gallery View. Active Speaker View will show you only the person who is speaking at the moment, gallery view

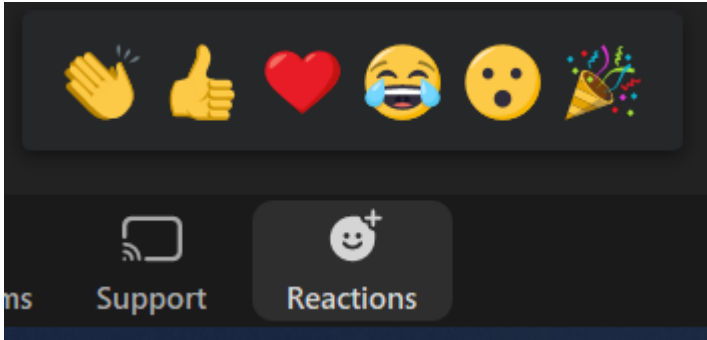
allows you to view a collection of people’s videos together (only if there are more than 3 people in the meeting). You will need to choose on your iPad how you want to view videos.

Tap your screen in order to view buttons, then click “Switch to Gallery View” or “Switch to Active Speaker View” to swap between views.



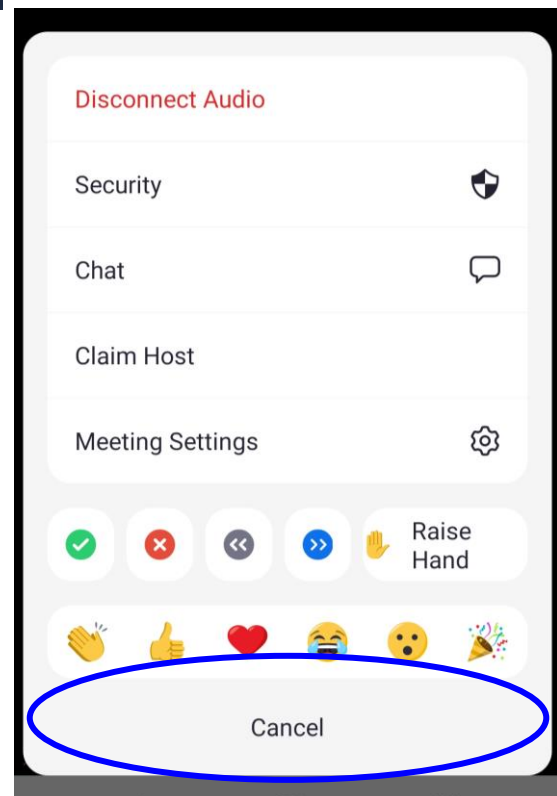
A Bit of Fun!

You can use reactions while in Zoom - what this will do is display a little icon next to your video that other people can see. For example, you might want to “clap” to congratulate someone!

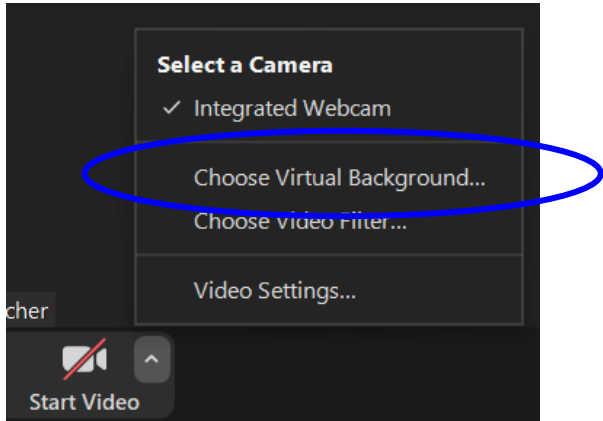


If you tap “Reactions” on the bottom of your screen you can choose which icon you would like to display on your video.

You can also do this on your phone, again click the “More” button, and you will find the reactions on the pop up menu:

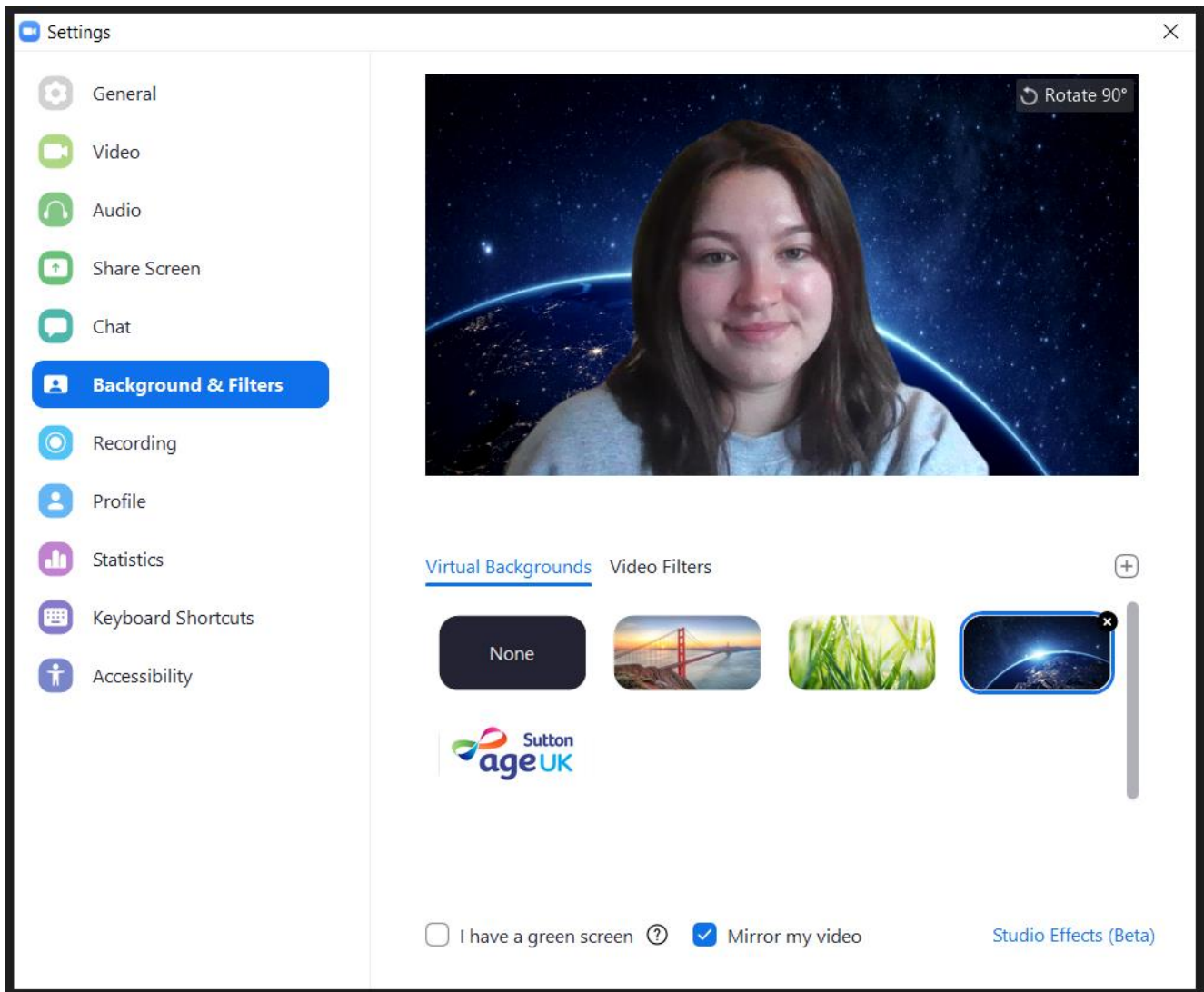


If you have the correct version, you can apply virtual backgrounds if you are using a computer! Go to the video icon in the bottom left, click the little arrow and select “Choose Virtual Background”



From here you will get a pop-up menu:

You can find virtual backgrounds here and click on them to trial them on your video before you go back to the meeting. You can also add your own background by pressing the little plus bottom at the top left of the background panel. Have fun!!!



Note: These backgrounds will stay on your video until you click “None” even if you leave this meeting and go to a new one. So remember to take the background off once you are finished with it!